

# St. Bonaventure Catholic Church

## Raeville, Nebraska

### Parish Hall Rental Agreement

Date of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Rental Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated # of guests: \_\_\_\_\_

\$100 **Security Deposit** taken out of the **Rental Charge** is due at the time of reservation.

- \$350 **Damage Deposit** is due 30 days before the event. This separate check will not be cashed but returned, if no damage has occurred.
- The remaining balance of the **Rental Charge** is due 30 days before the event.
- Make checks payable to **St. Bonaventure Parish, PO Box B, Elgin, NE 68636.**
- Seating available: 400

**Rental Charges:**

Out of Parish Wedding with Dance	\$650 includes cost of security for dance
In Parish wedding with dance	\$450 includes cost of security for dance
Out of Parish Wedding no dance	\$500
In Parish Wedding no dance	\$300
Out of Parish shower, birthday, rehearsal dinner, family event, anniversary, graduation, etc.	\$200
In Parish shower, birthday, rehearsal, dinner, family event, anniversary, graduation, etc.	\$150
Auction - out of parish or in parish	\$300

**Event Payments:**

	Amount	Time Due	Date Received	Check #
Rental Charge				
Security Deposit	\$100	When Reserved		
Balance of Rental Charge		30 Days Before		
Damage Deposit	\$350	30 Days Before		

# **St. Bonaventure Catholic Church**

**Raeville, Nebraska**

## **Parish Hall Policies**

### **A. Rental Fees**

1. In order to reserve a date for the Hall, a Security Deposit of \$100 will be due at the time of reservation. This will come out of the total Rental Charge for the event. The Security Deposit is not refundable if the event is cancelled unless there is an "act of God".
2. The remaining balance of the Rental Charge is due 30 days before the event.
3. A Damage Deposit of \$350 will be due 30 days before the event. This check will be held and not "cashed" unless it's necessary.
4. A walkthrough with a parish "coordinator" can occur before the key is handed over. This is optional. Both parties will sign off of the condition of the building beforehand. An optional walkthrough can occur at the end of the rental period to determine if any damage has occurred. If no damage has occurred, the Damage Deposit will be returned. The damage deposit check will be held and not "cashed" unless it's necessary.
5. The Rental Party will fill out an insurance policy through Catholic Mutual at no extra cost. See separate form.

### **B. Capacity and Hours**

1. Seating available: 400
2. Rental Hours for non-wedding events: one day constitutes 7:00 a.m. until midnight that day.
3. Wedding Rent covers Friday morning to Sunday afternoon to allow for set up and clean up time for renters.

### **C. Decorating**

1. Table decorations are allowed. The use of tablecloth is encouraged.
2. No decorations may be attached to the walls or ceilings. No nails, tacks, tape, or other items may be used on the walls or ceilings. This includes ceiling fans, light fixtures, or emergency lights.
3. Due to clean up problems and possible damage to the floors, no confetti, glitter, birdseed, bubbles, sand, dance wax, gum, or similar items may be used or thrown inside the building.

### **D. Kitchen**

1. Hall rent includes use of kitchen items found in kitchen cabinets only. Items found in the pantry are not included in the rent. You will need to provide your own napkins, paper plates, paper towels, etc. Dishtowels and clothes used must be washed and returned.
2. The parish will provide toilet paper and garbage liners.
3. Following fire code, no frying is allowed on the stove.

#### E. Sound System

1. If the Hall sound system is used, the volume may be changed, but all other system settings are to remain fixed.

#### F. Smoking

1. No smoking can occur within the building. Smoking is allowed in the designated area outside. Smokers need to deposit butts in the designated receptacle.

#### G. Alcohol Use

1. Bar service will be provided by St. Bonaventure Parish for weddings.
2. A pay bar is the only option for all renters.
3. Drinks require 1 ticket, specialty drinks require 1½ tickets, pop requires ½ ticket.
4. The serving of alcohol must comply with all state and city laws. No person under the age of 21 shall be provided alcohol.
5. Alcohol shall not be "self-serve." All alcohol must be served by professional bartenders. Keg beer is not allowed. Beer shall be from cans or bottles only. At the discretion of the bartender and/or security guard, alcohol service may be discontinued for any group or individual. All bar and alcohol service must be discontinued 30 minutes prior to the scheduled end of the Event.
6. No alcohol is allowed outside of the building.

#### H. Security

1. Wedding dances are required to have security. The parish will provide this service.
2. The security guard must remain at the Event until all individuals vacate the Parish Hall. The security guard's responsibilities are:
  - a. Ensure that alcohol does not leave the premises.
  - b. Enforce the no-smoking policy.
  - c. Ensure that alcohol is not being served to minors.
  - d. Ensure that guests do not enter any rooms other than the room rented, restrooms and common areas.
  - e. Intervention where necessary for the safety and well-being of the guests.

#### I. Other things to note

1. Please no driving on the cement pad in the front – it's not a drive through.
2. Toilet paper, if needed, can be found in the corner lower cabinet in the kitchen.
3. Cleaning supplies are found under the first sink.
4. Brooms and mops are found in the utility room.
5. If members of your party were outside, please pick up any trash found on the church grounds.
6. All garbage must be bagged and put in dumpster south of the hall.
7. Turn off all lights before you leave.

J. A Catholic Parish Facility

1. This Hall is within a faith community and all events must be respectful of a church environment.
2. St. Bonaventure Catholic Church reserves the right to refuse rent and/or usage of the parish hall to any person(s), group(s), or organization(s).

Questions?

Call: Mary Ann Fangman 402-386-5350

Chris Grundmayer 402-386-5611

Indemnity: The Rental Party shall forever protect, save, keep, and hold the St. Bonaventure Parish of Raeville, Nebraska and its officers, agents, representatives, firms, and other corporations or individuals involved therein, harmless and indemnify St. Bonaventure against any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature whatsoever arising directly or indirectly out of or in connection with renting of such hall.

I have been made aware of and will abide by all items with the Parish Hall Rental Agreement associated with our planned event.

Signature of Rental Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parish Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**St. Bonaventure Catholic Church**  
**Raeville, Nebraska**

**Walk-through Form (Optional)**

Rental Date: \_\_\_\_\_

Family/Responsible Party: \_\_\_\_\_

Parish contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Pre Walkthrough Notes:

Initial of renting party: \_\_\_\_\_

Initial of parish representative: \_\_\_\_\_

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Post Walkthrough Notes:

Initial of renting party: \_\_\_\_\_

Initial of parish representative: \_\_\_\_\_

# FACILITY USAGE/INDEMNITY AGREEMENT

PARISH : \_\_\_\_\_

PARISH is understood to include the Arch/Diocese of \_\_\_\_\_

FACILITY USER: \_\_\_\_\_

DATES OF FACILITY USAGE: \_\_\_\_\_

TYPE OF FACILITY USAGE: \_\_\_\_\_

The above named FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE at the above named PARISH.

FACILITY-USER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. FACILITY USER also agrees to have the PARISH named as an "Additional Insured" on its general liability policy for the DATE(S) OF FACILITY USAGE in relationship to the TYPE OF FACILITY USAGE for claims which arise out of FACILITY USER'S operations or are brought against the PARISH by FACILITY USERS' employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if FACILITY USER fails to comply with the above (second) paragraph, then the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of or related to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against the PARISH by the above named FACILITY USER or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of any other individual or organization. If any sentence or paragraph of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_  
(Must be an official agent of FACILITY USER)

NAME (Please print): \_\_\_\_\_

DATE: \_\_\_\_\_  
FACUSAG (2/07)

#2

ARCHDIOCESE OF OMAHA - 0001  
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.  
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).  
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Nationwide Mutual Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: No Charge Per Event

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Date of Event: \_\_\_\_\_

\_\_\_\_\_

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

Street (Physical) Address (NO P.O. BOXES):

City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

Is this an overnight event? Yes \_\_\_\_\_ No \_\_\_\_\_

(Please Print Lessee Name(s) or Organization)

Approx. Number of Participants: \_\_\_\_\_

Lessee (Additional Insured) Contact Person:

Is Food Being Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_

Is Liquor Being Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.  
Does this event require the additional coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

To receive approval notification please print e-mail(s):  
(Please Print E-mail(s) Clearly)

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS,  
SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Events with attendance of more than 1,000 persons
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

DEFENSE COSTS FOR SEXUAL MISCONDUCT  
FOR OVERNIGHT EVENTS - \$100,000 LIMIT

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.  
Do you want to apply for this coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (A charge of \$100 per device applies. Must be pre-approved, picture required.)

COMPLETE AND RETURN THIS FORM TO:

CATHOLIC MUTUAL GROUP  
ATTN: LAURA SCOTT  
10843 OLD MILL ROAD  
OMAHA NE 68154

Toll-Free: 1-800-228-6108, ext 2325  
Local: 402-514-2325